

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **MUNICIPAL PROJECTS MANAGER**

DEPARTMENT: **COMMUNITY DEVELOPMENT**

BASIC FUNCTION:

Under general direction, to plan, organize, and direct the Municipal Projects programs and activities; to perform highly responsible and complex professional administrative work; and to perform related responsibilities as required.

KEY RESPONSIBILITIES:

Plan, direct, supervise, and coordinate the design and construction of public facilities.

Assist in the development of overall goals, objectives, policies, and priorities related to municipal projects and activities.

Assist the City Manager and City staff in the preparation, coordination, and analysis of the Capital Improvement Program budget; analyze data, make recommendations, prepare reports and make presentations on the formulation of policy and procedure, staffing and organizational requirements.

Conduct difficult policy, organizational, and fiscal-related analytical studies and reports including the evaluation of departmental operations and service programs.

Select, coordinate, and administer the work of contracted engineers, architects, contractors, and inspectors for City Capital Improvement construction projects.

Prepare estimates of project costs for competitive bidding and budgeting purposes.

Attend and make presentations at City Council and other public meetings.

Represent the City in the community and at professional meetings as required.

Coordinate activities with other City departments and other public and private agencies.

Administer consultant contracts, as necessary.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Principles of organization, administration, budget, personnel, and public works management.

Methods and techniques of research, statistical analysis, and report presentation.

Engineering management principles and practices as applied to municipal public works, including planning and development, design and construction, and operation and maintenance.

Techniques for preparing designs, plans, specifications, estimates, reports, and recommendations related to public works.

State and federal laws and statutes relating to public works administration.

Ability to:

Provide administrative and professional leadership in municipal project programs and activities.

Develop and implement goals, objectives, policies, procedures that are consistent with the City's goals and objectives.

Initiate, plan and complete work with a minimum of direction and control.

Research, assimilate and analyze large quantities of information, recognize substantive issues, identify options, project consequences, and develop sound conclusions and recommendations.

Communicate clearly and concisely, orally and in writing.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Work cooperatively with management staff, employees, and others.

Establish and maintain effective relationships with public groups, organizations, and other governmental agencies.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Work well under pressure to meet deadlines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be.

Equivalent to a bachelor's degree from an accredited college or university with major work in civil engineering, public administration, business administration, city planning, or a closely related field, and five years of increasingly responsible administrative, budgeting, civil engineering, or other public works management experience, with at least two years of supervisory experience.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

There are no unusual physical requirements. Work is typically performed in an office setting. The incumbent is required to meet with other staff, the public and officials at various City locations and may travel to off-site locations as necessary.

This is an at-will Management classification.

DATE APPROVED: June 1999

Management

Salary Schedule

Management Salary

Benefits

City of Carlsbad Management Benefits